

Copy 5 of 5

29 May 1956

MEMORANDUM FOR: [redacted] . (Finance Officer)

SUBJECT : Assignments to be Accomplished During Your  
Visit to [redacted] Beginning 30 May 1956

1. In connection with your visit to subject location, which should be by shuttle service on 31 May 1956, it is our opinion that the first order of business should be to assist both the Commanding Officer at [redacted] and the Commanding Officer of [redacted] with any financial questions or problems that they may have, particularly as they relate to pay matters, allowances and per diem and transportation. It may be necessary for you to actually prepare samples of vouchers in particular instances for the guidance of personnel concerned. Any financial questions that may not be resolved at the locale should be listed with complete facts and circumstances and brought back to Headquarters where the answer will be developed and communicated to the official(s) concerned. Any determinations made at the location should be listed in proper sequence and reported to the undersigned formally upon your return.

2. You should meet with all [redacted] and secure from them (a) signed contracts, (b) powers of attorney, (c) agreements permitting a withholding in excess of the amount appropriate for withholding from pay, considering normal dependency status. This will encompass assisting in the preparation of forms 1040-ES for each individual involved having in his possession estimated incomes to be received during 1956 calendar year. In this connection you will undoubtedly receive many questions from these officials pertaining to their pay matters which I feel you are in a position to answer to their complete satisfaction.

3. On Friday, 1 June 1956, during the last few hours of the day we should appreciate your laying aside any other problems for the purpose of devoting as much time and attention as may be needed to the review on behalf of the Commanding Officers, the Time and Attendance Reports which would be released at close of business 1 June. In this connection you may desire to review with the supervisor concerned the provisions of previous instructions and comments made with respect to the condition of these items.

4. As you are aware, most, if not all of the [redacted] will have expense accounts to render pertaining to their initial trip to Watertown. Please aid these individuals in rendering proper accountings for this item of expense.

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5. Both of the Imprest Funds currently in operation at [ ] have been in effect for a considerable period of time and without any prior review from Headquarters; therefore, before departing from [ ] it is requested that you perform an examination from the inception of those accounts through current date. It is my feeling that the Commanding Officer, as well as the Assistant Commanding (custodian of the funds), will desire this service and be most cooperative.

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6. It is expected that there are likely to be many other problems and items not specifically mentioned herein that will be brought to your attention or observed during your visit. Any such items should receive the same careful consideration as those specifically mentioned herein.

7. In conclusion, and even though we do not anticipate your stay will extend beyond 5 June 56, if it is found that all items have not been completed by this closing date, you should remain for such additional time as your services may be beneficially utilized. We should appreciate advance information if your stay is to extend beyond 5 June.

[ ]  
Project Comptroller

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Distribution:

O&2 - Addressee

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